

Summary of CBIS Updates – May 2021

Below is a summary of recent updates to CBIS. If you have any questions about the changes, please contact your assigned capital budget analyst. The full [CBIS Manual](#) as well as all templates/forms provided below are available on the DBM [Forms and Templates](#) page.

Setting Security Questions

If you have not set your security questions, you will receive a pop-up window reminding you to do so. You can set/reset your security questions at any time by clicking the “Manage Security Questions” tab at the top right of the CBIS screen and following the prompts. Security questions will allow users to reset their own passwords without contacting the Help Desk.

Public Art Premium Eligibility Criteria

To be eligible for the ½-percent Public Art Premium (Item 12d of the CEW), projects now must either be fully funded with State funds or at least 50 percent State funds and the remainder from private entities, as well as not funded in the annual State capital budget as a miscellaneous grant or legislative initiative. The gross footage requirements remain the same. For more information on the Public Art Premium, please see [Senate Bill 12 - Public Art Legislation](#) or contact the [Maryland Public Art Commission](#).

Equipment Lists and Allowance

When filling out Items 19a - Movable Equipment and 19b - Information Technology Equipment of the CEW, please be aware of the following two equipment-related policy changes:

1. An annual escalation rate of three percent will be applied to the cost of capital eligible equipment once an equipment list is submitted. The [Equipment and Furnishings Request - Form G](#) has been updated to incorporate the annual escalation.
2. Also beginning in the FY 2023 budget cycle, projects (of Higher Education agencies only) that are not fully funded and do not have an approved equipment list are eligible to utilize an equipment cost allowance based on a percentage of the total structural cost of the net assignable square footage (NASF) of the building. The percentage allowance is as follows: (1) community colleges - 23 percent of structure NASF cost, and (2) four-year institutions - 29 percent of structure NASF cost. The equipment allowance will be calculated by agencies annually using the “[Equipment Allowance Calculator](#)” until a construction cost estimate is provided by the construction company, at which point the equipment allowance is fixed.

For more information, please see the equipment section of the [Capital Budget Guide](#) or page 16 of [Section IX: Instructions for Completing a CEW](#) (CBIS Manual – page 142).

Grant and Loan Programs – CBIS Navigation and Headers

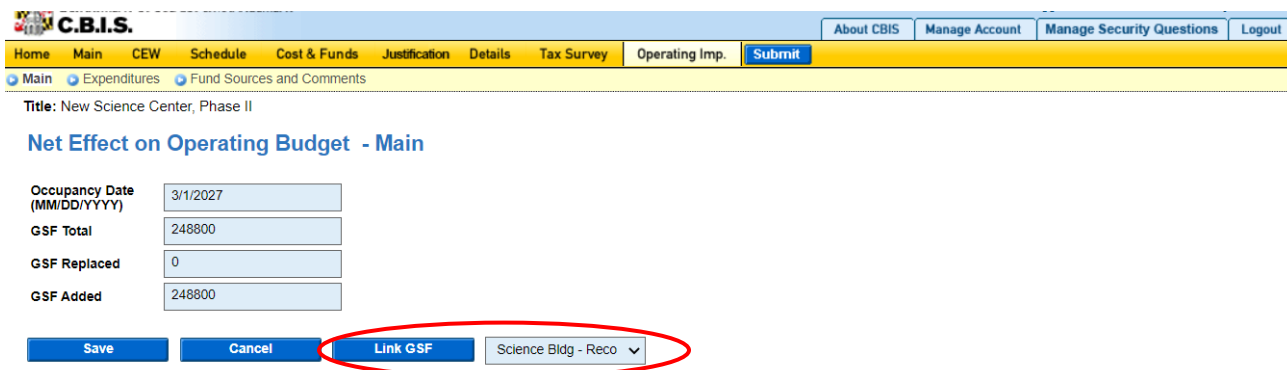
There have been several small changes to the titles of navigation and page headers on CBIS screens for grant and loan programs to be consistent with the headers and section titles on the printed worksheets.

Saving in the Justification Section Text Editor

After clicking the “Save” button, when making edits to the “Justification – Request” section, CBIS will now stay on the Justification – Request screen. Before, after clicking “Save”, users were taken to the “Cost & Funds – Request” screen.

GSF Linked Between OIS and CEW

When completing the Operating Impact Statements (OIS), there is now a “Link GSF” button that lets CBIS users populate the total, replaced, and added gross square footage (GSF) amounts from the Cost Estimate Worksheet (CEW). There is also a dropdown menu that lets users choose which CEW they would like to use (applicable to projects with multiple CEWs). Changes to the GSF in a CEW are not automatically reflected in the OIS, so you will have to update the OIS each time you make a GSF change in the CEW.



C.B.I.S.

Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. Submit

Main Expenditures Fund Sources and Comments

Title: New Science Center, Phase II

Net Effect on Operating Budget - Main

Occupancy Date (MM/DD/YYYY) 3/1/2027

GSF Total 248800

GSF Replaced 0

GSF Added 248800

Save Cancel **Link GSF** Science Bldg - Reco ▼

Compounding Escalation Rate Formula

The CBIS calculated escalation rate formula has changed to account for compounding annual interest. Previously, CBIS calculated the escalation rate by using the following equation: $\text{escalation} = (\text{annual escalation rate}) \times (\text{number of years from reference point to midpoint})$. This calculation ignored the inflation-on-the-inflation ("compound interest effect"). Now, CBIS calculates the escalation rate by using the following compounding-interest equation: $\text{escalation} = \{[1 + (\text{escalation rate})]^{\text{number of years from the reference point to midpoint}} - 1\}$. The [CEW template](#) has been updated to reflect this change.

Estimated Mid-Point Date Calculation

The formula that CBIS uses to calculate the midpoint-of-construction date has slightly improved. Previously, it took half the duration of construction in months and multiplied it by 30.5, which is an estimated average number of days in any given month. The product was then added to the construction start date to get the midpoint-of-construction date. Then, to get the “number of months from the reference point” the difference between the midpoint-of-construction date and the reference-point date was divided by 30.5.

Now, to calculate the midpoint-of-construction date, CBIS uses a standard formula that adds half the duration of construction in months to the construction start date. Then, gets the difference in months between the midpoint-of-construction and reference-point dates. This change affects the above-mentioned escalation rate calculation, which converts the “number of months from the reference point” into years. The [CEW template](#) has been updated to reflect this change.